

July Abstracts User Guide

for the

Division of Property Valuation Requirements



August 2011

Prepared by

***Abstract Section
State Appraised Bureau***

Kansas Department of Revenue
Division of Property Valuation
915 SW Harrison, 400N
Topeka, KS 66612-1585

KANSAS DEPARTMENT OF REVENUE
PROPERTY VALUATION DIVISION
JULY ABSTRACTS – USER GUIDE

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The Kansas Property Valuation Division exercises general supervision over ad-valorem policies and procedures, conducts the valuation of state appraised properties and provides concise and timely property tax information. Property is appraised by county appraisers and taxes are collected at the county level.

Abstract information is used to create The Statistical Report of Property Assessment and Taxation. This report is published annually by the State Department of Revenue, Division of Property Valuation for the purposes of reporting information that pertains to assessment and tax. The report is divided into 3 sections, statewide statistics, county statistics and valuations and tax comparisons for the current and previous year.

The following pages contain documentation on using the on-line State of Kansas Edit and Abstract Program and instructions for submitting the July abstract files.

**PLEASE REVIEW THIS DOCUMENT IN ITS ENTIRETY BEFORE
BEGINNING TO USE THE PROGRAM.**

JULY ABSTRACT CERTIFICATION

The county or district appraiser on or before June 15, shall deliver documents certifying that such appraisals constitute the complete appraisal rolls for real and personal property (K.S.A. 79-1466 for real and K.S.A. 79-1467 for personal property). If your county appraiser has received an extension for certification of the appraisal roll, this extension does not automatically extend the July 15 certification date for the assessment roll. If you will not be able to meet the July certification date, notify the division in writing the reason you can not meet the deadline and when you expect to certify.

CERTIFICATION REQUIREMENTS

- Sign, date and affix your official seal to the computer generated Summary Signoff.
- Sign, date and affix your official seal to the computer generated 16/20M Heavy Truck Abstract.
- Sign, date and affix your official seal to the computer generated New Improvements Abstract.
- Notify Vicki Lignitz at 785.296.3225 or Peggy Huard at 782.296.6641 when you have successfully completed the upload of your abstract files and mailed the certifications.

Mail the following documents to the address in the box below:

- ✓ Summary Signoff
- ✓ 16/20M Heavy Truck Abstract
- ✓ New Improvements Abstract

MAILING ADDRESS:

Kansas Department of Revenue
Division of Property Valuation
Abstract Section
915 SW Harrison, Room 400N
Topeka, KS 66612-1585

After your July abstract files have been audited and any necessary corrections received, you will be notified by phone that the division is releasing your July abstract files.

INSTRUCTIONS

GENERAL INSTRUCTIONS

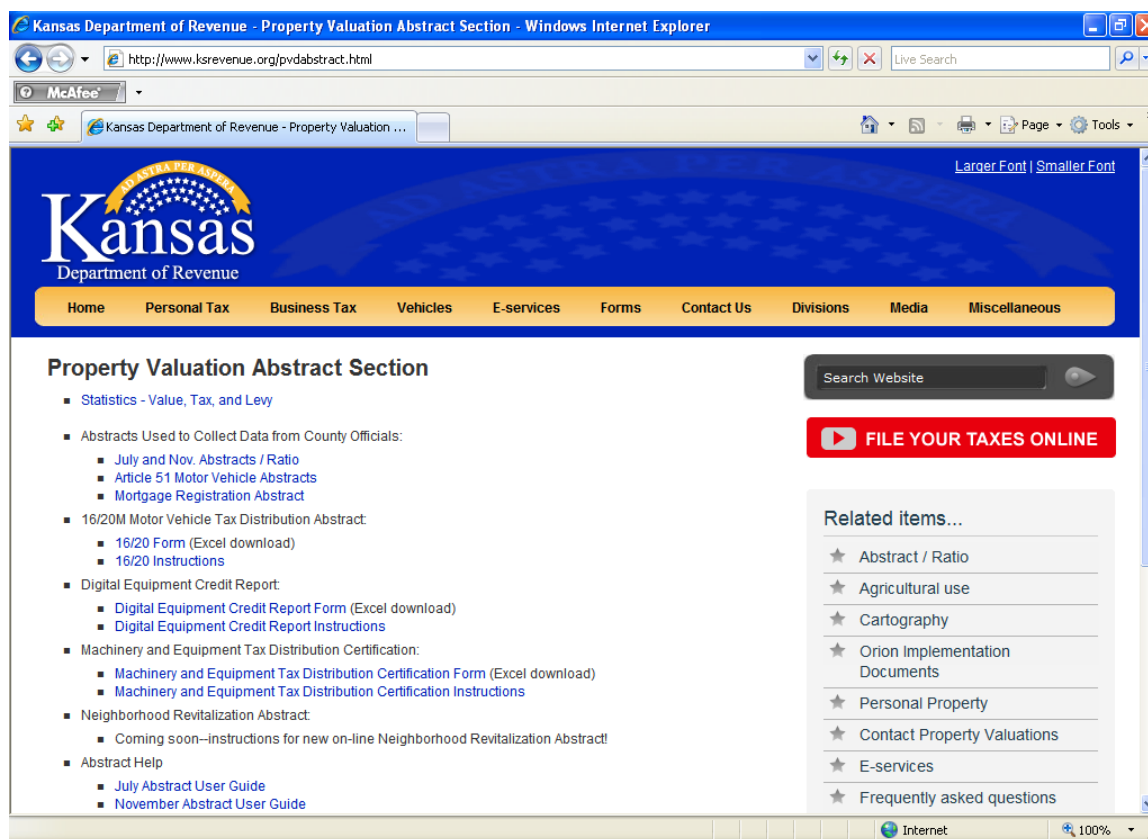
The program requires that you have Microsoft Internet Explorer. As of 2008 the July Abstract program is exclusively an on-line application.

Access to the on-line July Abstract program is found on the Abstract Section's home page that is accessed from the KDOR website. The website is www.ksrevenue.org/pvdabstract.html. You are encouraged to add this website to your favorites by setting up a bookmark. The user guides for July and November are available under '**Abstract Help**' should you wish to read through them before beginning the abstract process.

To close any window on your PC, click on the '**X**' in the upper right hand corner of the window. Another method is to pull down on the '**File**' menu and click on '**Close**'.

Clicking on the '**Back**' button at the upper left-hand corner of the window returns you to the previous screen.

To log into the abstract on-line application, click on '**July and November Abstracts / Ratio**'.



You are now at the On-line Application Login Welcome screen, formerly the Abstract Application Login Welcome screen. When you log in, you must enter the username and password which you have used in the past. Initially, you used a username and password assigned by KDOR. This was your County Number and County Name. Click on the box titled **'Username'** and enter your County Number (Example: 030) as your username. Your County Number will remain your username and will aid in verifying your abstract data. Tab to the box titled **'Password'** and enter your current password. If you have not changed your password, it would be your county name. If the username (county #)/password combination is invalid, an error message is displayed.

There is a Navigation Menu at the left of the screen. Help information is available to you by clicking on the **'Help'** button. You will find the July and November User Guides at this location. To find KDOR contact information, you may click on the **'Contact Us'** button. To change your password, click on the **'Change Password'** button. This button is available only after you have logged in. After you have logged in, you may logout and return to the Abstract Application Login Page by clicking on the **'Logout'** button.

Click on the **'Login'** button or press <enter> to login to the July and November Abstracts.

The screenshot shows a web browser window titled "Login Page - Microsoft Internet Explorer". The address bar displays "http://rvwebdev01/Abstracts/Login.aspx". The page features a dark blue header with the "KANSAS DEPARTMENT OF REVENUE" logo. Below the header is a "Navigation Menu" with three links: "Help", "Contact Us", and "Main Menu". The main content area is titled "Welcome to PVD Online Applications" and contains a login form with fields for "Username:" and "Password:", followed by a "Login" button. At the bottom of the page, a copyright notice reads "Copyright © 2008, Kansas Department of Revenue". The browser's status bar at the bottom shows "Done" and "Local intranet".

CHANGE PASSWORD

You have been encouraged to change the department-assigned password to one of your preference. You are not required to do so. To change your password, click on the **'Change Password'** button in the Navigation Menu.

To change your password:

1. Position the cursor in the box titled **'Original password'** and key in your current password. An error message is returned if the password you key does not match your current password.
2. Tab to the box titled **'New password'** and type in your new password. Your new password must be at least 4 characters long and must consist of only numbers and letters. Error messages appear in red to advise you of password composition mistakes.
3. Type your new password again in the box titled **'Confirm new password'**.
4. Click on the **'Change Password'** button to save your new password.

If errors are made or you want to start over, click on the **'Clear'** button to clear what you have keyed and begin again.

A confirmation screen is displayed when your password has been changed successfully. Remember your username and password for future use. However, if you forget your password, you may call PVD technical support to have your password reset to your county name.

Click on **'Main Menu'** on Navigation Menu at the left side of the screen to continue.

Change Password Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://rvwebdev01/Abstracts/Secure/ChangePassword.aspx Go Links

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Navigation Menu

Original password:

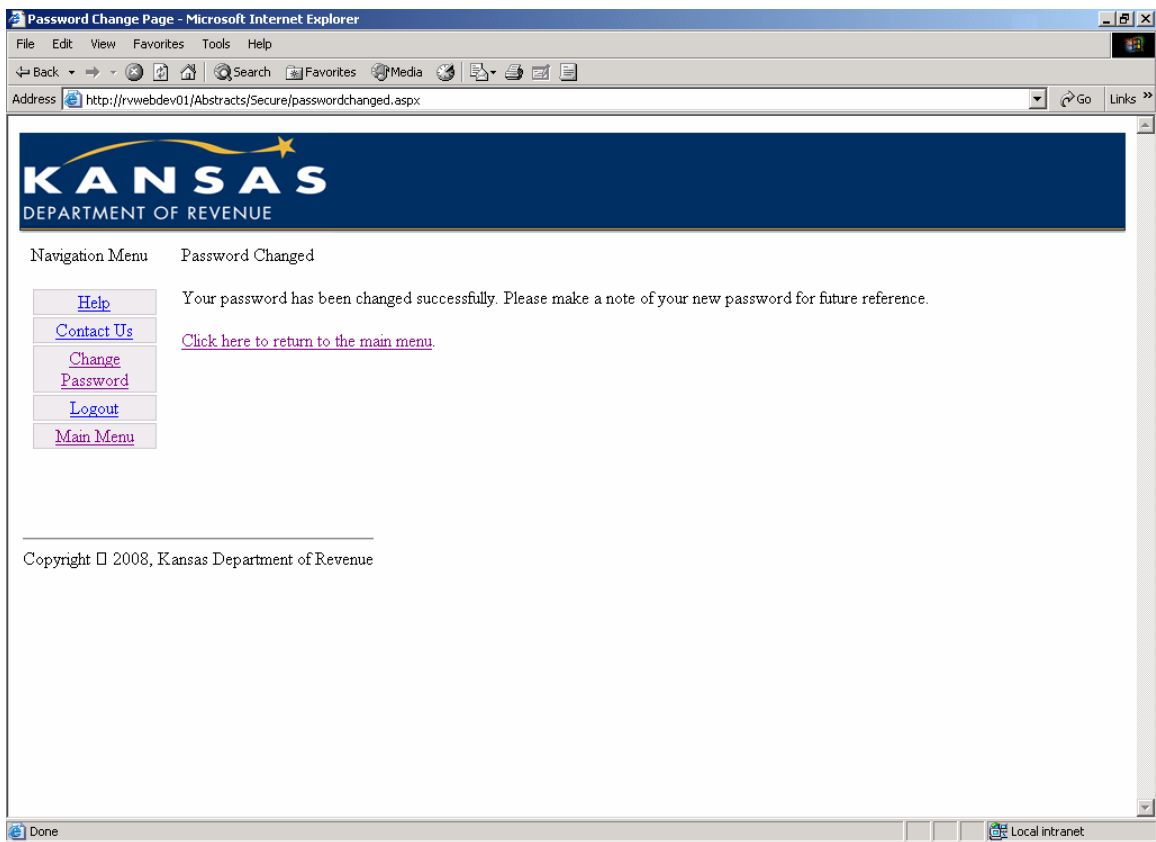
New password:

Confirm new password:

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Local intranet

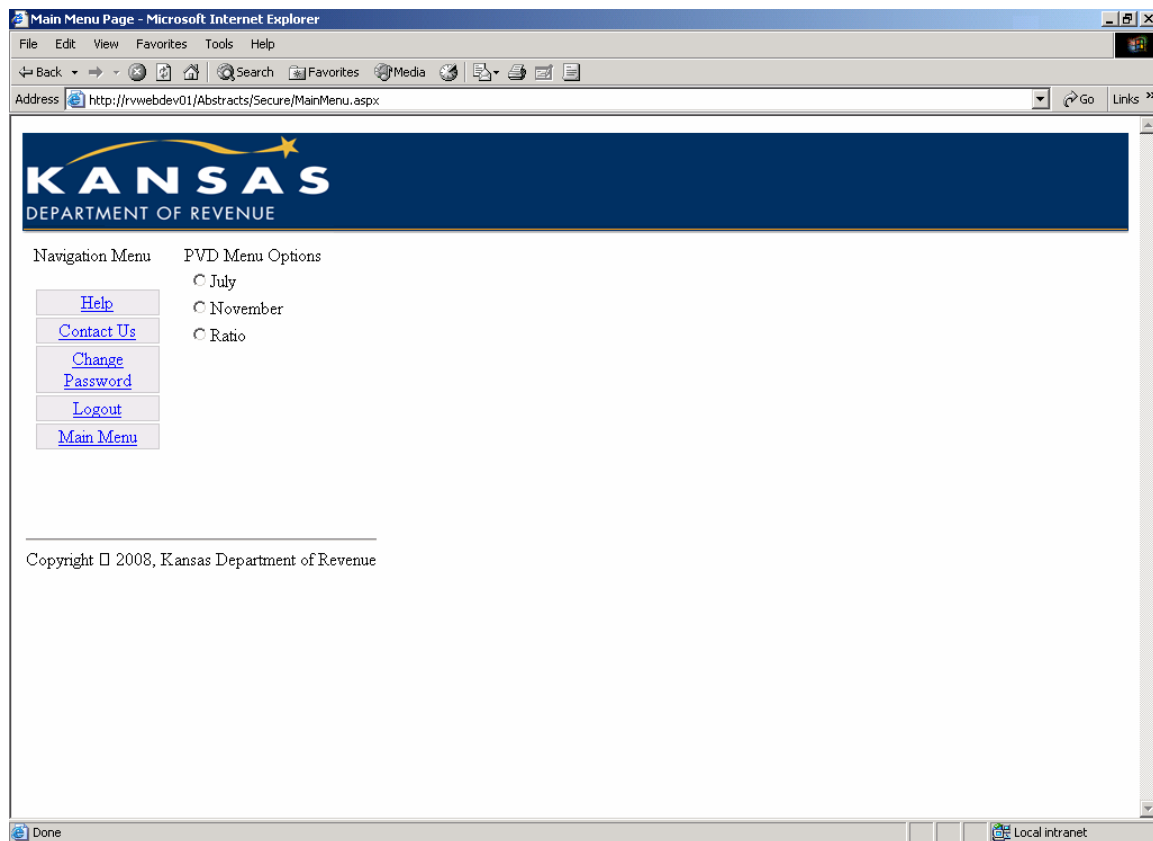


MAIN MENU

You are now at the On-line Application Main Menu. There are '**July**', '**November**' and '**Ratio**' radio buttons. These buttons are available for a limited time. The '**July**' button is accessible during the months of June, July, and August, but will remain available until all counties have successfully uploaded their July abstracts. It is then closed until the following June. The '**November**' button is available during the months of October, November, December and January and remains open until all November abstracts are received. It is inaccessible the remainder of the year. If you select either button when it is unavailable, a notification message is displayed. The '**Ratio**' radio button is to upload information for the Ratio Studies compiled by your county appraiser and its use will not be addressed here.

The Navigation Menu is again available on the left of the screen. Throughout your work, you may logout and return to the On-line Application Login Welcome screen by clicking on the '**Logout**' button. You may return to this main menu page at any time by clicking on the '**Main Menu**' button.

Click on the '**July**' radio button.



OVERVIEW

<u>RADIO BUTTON</u>	<u>DESCRIPTION</u>
Upload July Personal Property File	The file necessary for execution of the ‘ Upload July Personal Property File ’ button is pj1.txt and its path name is <u>c:\abstracts\pj1.txt</u> . Click on the ‘ Browse ’ button to open the ‘ Choose file ’ dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the ‘ Upload ’ button to upload the file. Click the ‘ Back ’ button to return to the menu.
Upload July Real Property File	The file necessary for execution of the ‘ Upload July Real Property File ’ button is rj1.txt and its path name is <u>c:\abstracts\rj1.txt</u> . Click on the ‘ Browse ’ button to open the ‘ Choose file ’ dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the ‘ Upload ’ button to upload the file. Click the ‘ Back ’ button to return to menu.
Upload July Heavy Truck File	First, enter the current year’s Motor Vehicle Levy without any decimals in the ‘ Levy: ’ box. The file necessary for the execution of the ‘ Upload July Heavy Truck File ’ button is the pvhtj.txt and its path name is <u>c:\abstracts\pvhtj.txt</u> . Click on the ‘ Browse ’ button to open the ‘ Choose file ’ dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the ‘ Upload ’ button to upload the levy and the file. Click the ‘ Back ’ button to return to the menu.
Upload July New Improvement File	The file necessary for the execution of the ‘ Upload July New Improvement File ’ is the pvnif01.txt and its path name is <u>c:\abstracts\pvnif01.txt</u> . Click on the ‘ Browse ’ button to open the ‘ Choose file ’ dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the ‘ Upload ’ button to upload the file. Click the ‘ Back ’ button to return to the July Abstracts menu.
Edit July Heavy Truck File	Click on the ‘ Edit July Heavy Truck File ’ button to view and edit the Heavy Truck File. Click on ‘ Edit ’ to edit information on that line. Click on the ‘ Update ’ button to update the file. Click the ‘ Back ’ button to return to the menu.
Edit July New Improvement File	Click on the ‘ Edit July New Improvement File ’ button to view and edit the New Improvement File. Verify the assessed values, paying particular attention to the state assessed value. The Utility Section certifies the state assessed new improvement values and you <u>must</u> enter these values. These values are used for next year’s budget. Click on the ‘ Update ’ button to update the file. Click the ‘ Back ’ button to return to the menu.
View Reports	<p>After the four files have been uploaded and edited, click on the ‘View Reports’ button. This opens the ‘PVD Abstracts Reports Menu’ window.</p> <ul style="list-style-type: none"> ➤ Click the ‘Summary Signoff’ then ‘Show Report’ to open and print your ‘Summary Signoff’. Verify the information on your ‘Summary Signoff’. ➤ Click the ‘Heavy Trucks Signoff’ and ‘Show Report’ to open and print your ‘July Abstract of 16/20M Heavy Trucks.’ Verify the information on the abstract. ➤ Click on the ‘New Improvements Signoff’ and ‘Show Report’ to open and print your ‘New Improvements Signoff.’ Verify the information on your ‘New Improvements Signoff’. ➤ Click the ‘Heavy Truck’ and ‘Show Report’ and a dialog box opens offering to ‘Open’ or ‘Save’ the file. It is <u>not</u> necessary to mail in this report. ➤ Click the ‘New Improvements’ and ‘Show Report’ to verify your new improvements’ information. This information may be printed or downloaded. It is <u>not</u> necessary to mail this report.

JULY UPLOAD INSTRUCTIONS

The next screen provides a list of the four files that need to be uploaded to KDOR for July, as well as the two optional edit buttons. The button, '**View Reports**', is used for printing the three signoffs necessary for the July Abstract.

The list includes:

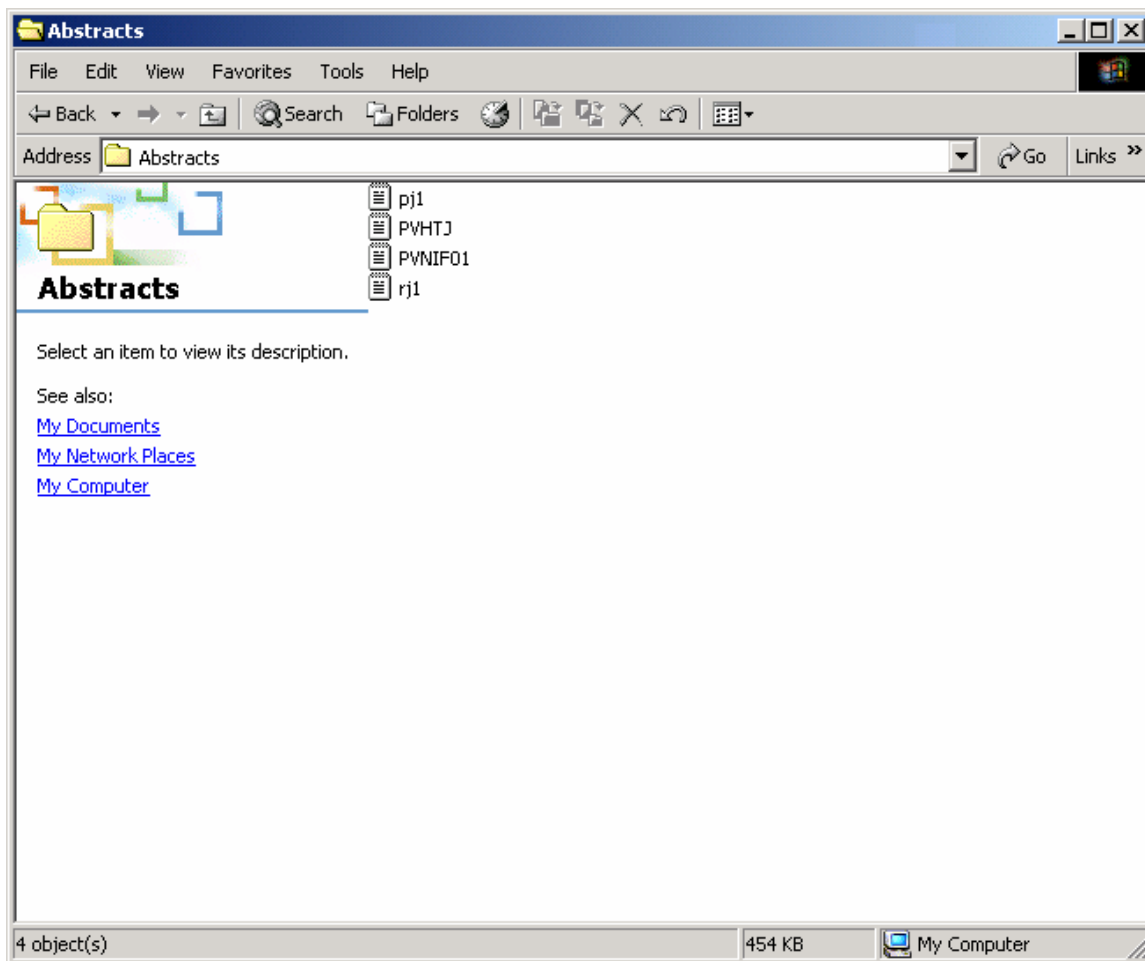
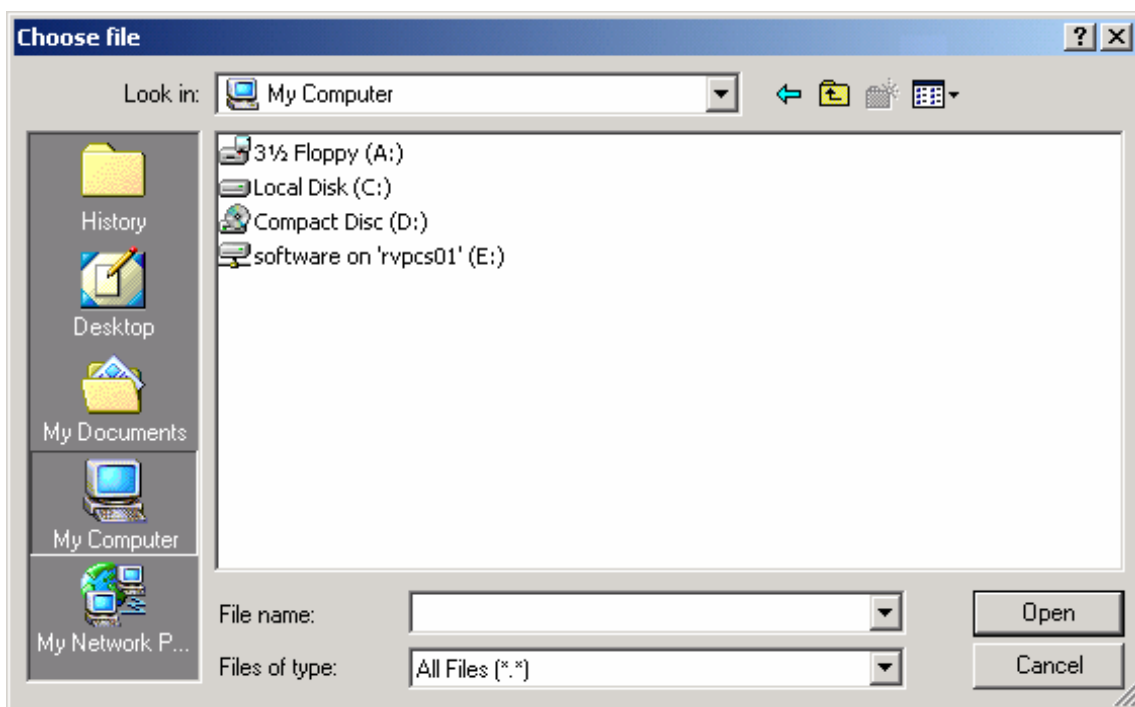
- o Upload July Personal Property File
- o Upload July Real Property File
- o Upload July Heavy Truck File
- o Upload July New Improvement File
- o (unused)
- o View Reports
- o Edit July Heavy Truck File
- o Edit July New Improvement File

When any of the first four selections are chosen, an upload screen appears. At this point in the process, the correct file must be selected that corresponds to the file that you wish to upload. The upload process will not complete successfully if the selected file does not correspond with the upload button you selected. You are only able to see and select files pertinent to your county.

Each file is located on your PC with a pathname. For each upload, you must find and select the file on your computer. When you are instructed to click on the '**Browse**' button with each upload, you will open the '**Choose File**' dialog box (shown on the next page) and proceed as follows:

- Click on the drop-down arrow next to the '**Look in:**' box and double click on the '**Hard_Drive (C:)**' icon , or the drive your vendor has mapped where your abstract files are located.
- Locate and double click on the '**Abstracts**' folder

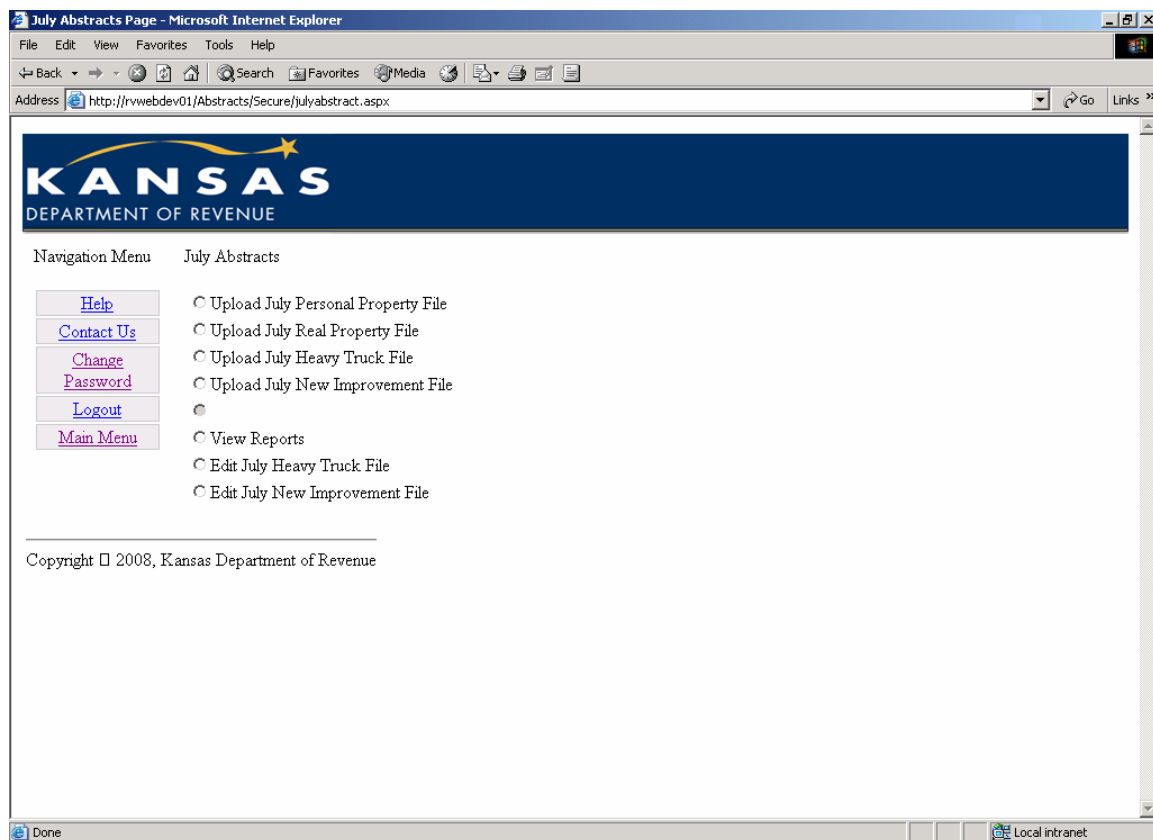
The four files are available for selection from the '**Abstracts**' folder (shown on the next page). After finding this path for the first time, you are returned to this folder when '**Browse**' is clicked again.



The Kansas Department of Revenue (KDOR) On-line July Abstract program allows Kansas counties to upload and edit their data on-line. Each county must have the following text files created by a vendor before executing the July Abstract program. The personal property file name for July is pj1.txt. The July real estate file is identified as rj1.txt. These two files are used when generating the **'Summary Signoff'**.

Two additional files are needed to produce the **'Heavy Truck Signoff'** (July Abstract of 16/20M Tagged Vehicles) and the **'New Improvement Signoff'** (New Improvement Abstract). A vendor must create these files for you. File names for these files are pvhtj.txt for the heavy truck data and pvnif01.txt for the new improvement data.

When a file has been successfully uploaded, click on the **'Back'** button to return to the previous screen to choose another file to upload. You may upload any file as often as is necessary. Each successful upload **overwrites** the data from the last upload. The Navigation Menu is again available at the left of the screen.



UPLOAD JULY PERSONAL PROPERTY FILE

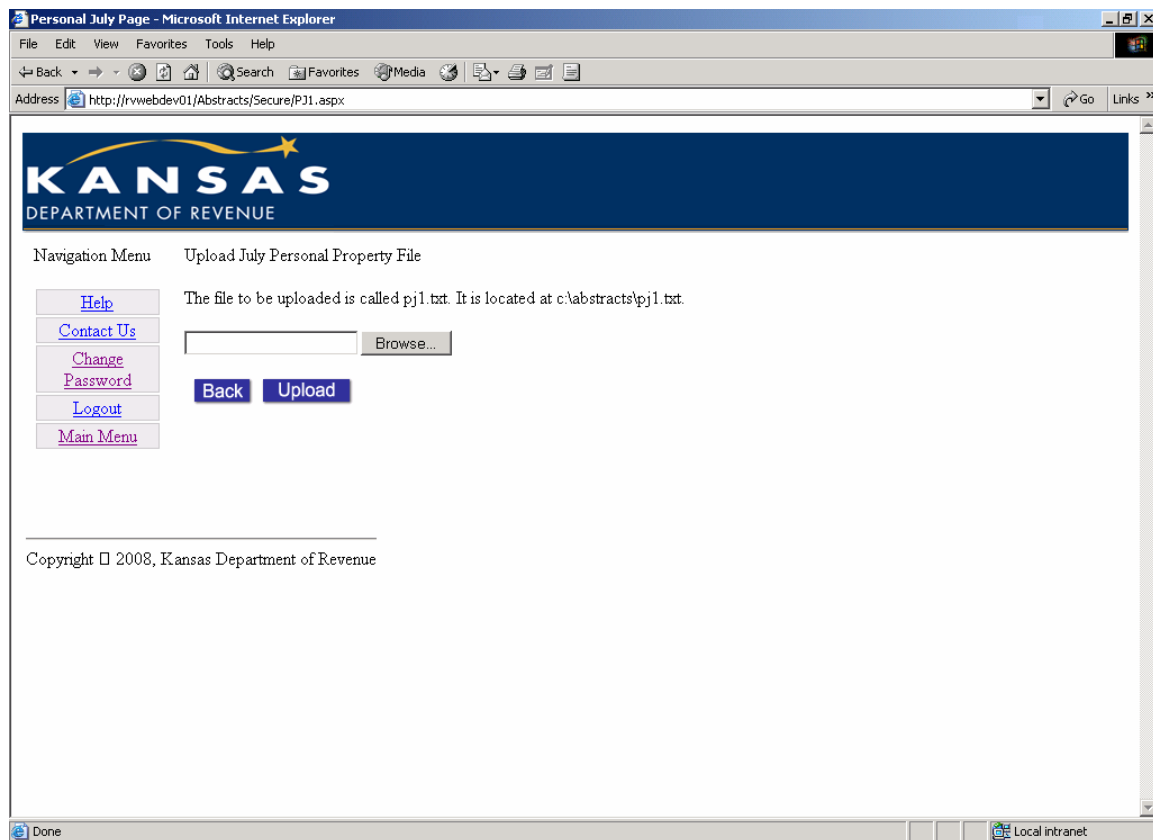
Choose this radio button to upload the personal property file for July. This file's name, **pj1.txt**, and its path, **c:\abstracts\pj1.txt**, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose file**' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.

If you fail to select a file or select the incorrect file and click on the '**Upload**' button, an error message is displayed in red. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed (see the screen shot of an example on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

If any problems are encountered in the upload process, an error message is displayed advising you of the problem. If the error is in the file, make the correction to the file, re-extract the data following your vendor's instructions, and upload the corrected file. See pages 34 through 36 for examples of error messages.

Please contact the KDOR Software Administrator if you have any problems with the upload process. This number may be found under '**Contact Us**' on the Navigation Menu.

When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as is necessary. Each successful upload overwrites the data from the last upload. The Navigation Menu is again available at the left of the screen.



Personal July Page - Microsoft Internet Explorer

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Address http://rvwebdev01/Abstracts/Secure/PJ1.aspx Go Links

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Navigation Menu Upload July Personal Property File

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The file to be uploaded is called pj1.txt. It is located at c:\abstracts\pj1.txt.

The file has been successfully uploaded.

Cnty #	Tax Unit	Land Use	School Dist	U/R	Mobile Home	Royalty Under 5	Working Under 5	Item Under 5	Royalty Over 5	Working Over 5	Item Over 5	Public Utility	Motor Vehicle	Corn/Ind	All Other	Rec Vehicle	Penalty	Exempt IRB
075	001	1101	320	U	0	0	0	0	0	0	0	0	4,326	6,445	0	7,837	2,461	0
075	001	1160	320	U	8,443	0	0	0	0	0	0	0	450	0	0	0	539	0
075	004	2000	320	U	0	0	0	0	0	0	0	0	0	105	0	0	0	0
075	004	2540	320	U	0	0	0	0	0	0	0	0	0	0	0	0	0	0
075	004	4238	320	U	0	0	0	0	0	0	0	0	0	1,038	0	0	0	0
075	005	1101	383	U	0	0	0	0	0	0	0	0	105	937	0	5,311	1,232	0
075	005	1330	383	U	0	0	0	0	0	0	0	0	0	120,976	0	0	40,950	0
075	005	1331	383	U	0	0	0	0	0	0	0	0	0	1,120	0	0	0	0
075	005	2000	383	U	0	0	0	0	0	0	0	0	343,537	664,187	0	12,931	4,383	0
075	005	2102	383	U	4,782	0	0	0	0	0	0	0	8,265	20,672	0	0	506	0

Done Local intranet

UPLOAD JULY REAL PROPERTY FILE

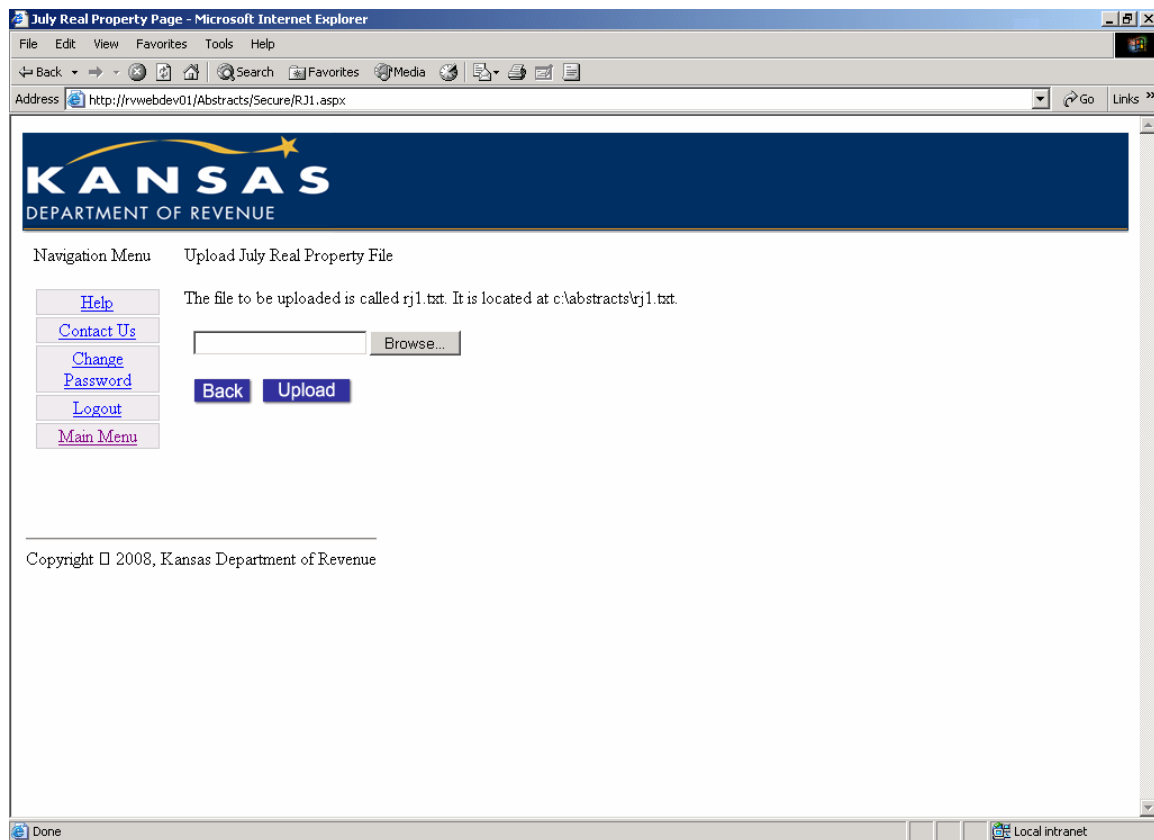
Choose this radio button to upload the real property file for July. This file's name, **rj1.txt**, and its path, **c:\abstracts\rj1.txt**, are displayed on the screen. Click on the **'Browse'** button to open the **'Choose file'** dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the **'Upload'** button to upload the file.

If you fail to select a file or select the incorrect file and click on the **'Upload'** button, an error message is displayed in red. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed (see the screen shot of an example on the next page). You may scroll through the data using the scroll bars on the right side and the bottom of the table.

If any problems are encountered in the upload process, an error message is displayed advising you of an unsuccessful upload attempt. If the error is in the file, make the correction to the file, re-extract the data following your vendor's instructions, and upload the corrected file. See pages 34 through 36 for examples of error messages.

Please contact the KDOR Software Administrator if you have any problems with the upload process. This number may be found under **'Contact Us'** on the Navigation Menu.

When the file has been successfully uploaded, click on the **'Back'** button to return to the previous screen to choose another file to upload. You may upload a file as often as is necessary. Each successful upload overwrites the data from the last upload. The Navigation Menu is again available at the left of the screen.



July Real Property Page - Microsoft Internet Explorer

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Upload July Real Property File

The file to be uploaded is called rj1.txt. It is located at c:\abstracts\rj1.txt.

The file has been successfully uploaded.

Cnty #	Tax Unit	Land Use	Sch Dist	U/R	No. Parcels	Res. Land	Res. Improvement	Ag Land	Vacant Land	Non-Profit Land	Non-Profit Imp.	State Real	State Other	Public Util. Land	Public Util. Impr	Com/Inc Land
075	001	1101	320	U	68	44,460	666,920	0	0	0	0	0	0	0	0	0
075	001	1160	320	U	7	4,351	12,841	0	0	0	0	0	0	0	0	0
075	001	1199	320	U	4	1,914	340	0	0	0	0	0	0	0	0	0
075	001	2000	320	U	1	0	0	0	0	0	0	0	0	0	0	303
075	001	2101	320	U	2	0	0	0	0	0	0	0	0	0	0	528
075	001	2118	320	U	2	0	0	0	0	0	0	0	0	0	0	848
075	001	2175	320	U	1	0	0	0	0	0	0	0	0	0	0	1,668
075	001	2510	320	U	1	0	0	0	0	0	0	0	0	0	0	1,565
075	001	2650	320	TT	1	0	0	0	0	0	0	0	0	0	0	1,858

Done Local intranet

UPLOAD JULY HEAVY TRUCK FILE

Choose this radio button to upload the heavy truck file for July. Above the information on uploading the file is the '**Levy:**' box. See the next page for a screen shot of an example of how and where the levy is entered. Enter your county's current year Motor Vehicle levy *without any decimals* in this box then continue to upload your county's heavy truck file.

The heavy truck file's name, **pvhtj.txt**, and its path, **c:\abstracts\pvhtj.txt**, are displayed on the screen. Click on the '**Browse**' button to open the '**Choose file**' dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the '**Upload**' button to upload the file.

After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed. You may scroll through the data using the scroll bar on the right side of the table. See page 18 for a screen shot of a successfully uploaded file.

If any problems are encountered in the upload process, an error message is displayed advising you of an unsuccessful upload attempt. If the error is in the file, make the correction to the file, re-extract the data following your vendor's instructions, and upload the corrected file.

Please contact the KDOR Software Administrator if you have any problems with the upload process. This number may be found under '**Contact Us**' on the Navigation Menu.

When the file has been successfully uploaded, click on the '**Back**' button to return to the previous screen to choose another file to upload. You may upload a file as often as is necessary. Each successful upload overwrites the data from the last upload. The Navigation Menu is again available at the left of the screen.

Heavy Trucks July Page - Microsoft Internet Explorer

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LEVY: *Enter current levy without decimal, example 123456

The file to be uploaded is called pvhtj.txt. It is located at c:\abstracts\pvhtj.txt.

Browse...

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Done Local intranet

Heavy Trucks July Page - Microsoft Internet Explorer

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LEVY: *Enter current levy without decimal, example 123456

The file to be uploaded is called pvhtj.txt. It is located at c:\abstracts\pvhtj.txt.

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LEVY: *Enter current levy without decimal, example 123456

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	Cnty	Tax Unit	Value	Penalty	Cancel	Levy	File Year
Edit	075	002	397	199	0.00	.060380	2008
Edit	075	003	3,798	199	0.00	.060380	2008
Edit	075	004	397	0	0.00	.060380	2008
Edit	075	005	36,014	362	0.00	.060380	2008
Edit	075	006	5,996	0	0.00	.060380	2008
Edit	075	007	11,808	1,781	0.00	.060380	2008
Edit	075	008	4,022	20	0.00	.060380	2008
Edit	075	009	9,275	1,628	0.00	.060380	2008
Edit	075	010	41,947	3,127	0.00	.060380	2008
Edit	075	011	814	209	0.00	.060380	2008
Edit	075	012	1,545	0	0.00	.060380	2008
Edit	075	013	6,295	1,124	0.00	.060380	2008
Edit	075	020	397	0	0.00	.060380	2008
Edit	075	021	7,571	107	0.00	.060380	2008
Edit	075	020	24,255	200	0.00	.060380	2008

Done Local intranet

UPLOAD JULY NEW IMPROVEMENT FILE

Choose this radio button to upload the new improvement file for July. This file's name, **pvnif01.txt**, and its path, **c:\abstracts\pvnif01.txt**, are displayed on the screen. Click on the **'Browse'** button to open the **'Choose file'** dialog box and find the file on your computer using the pathname shown above. Double click on the file to select it and it appears in the box on the upload screen. When the correct pathname is displayed, click on the **'Upload'** button to upload the file.

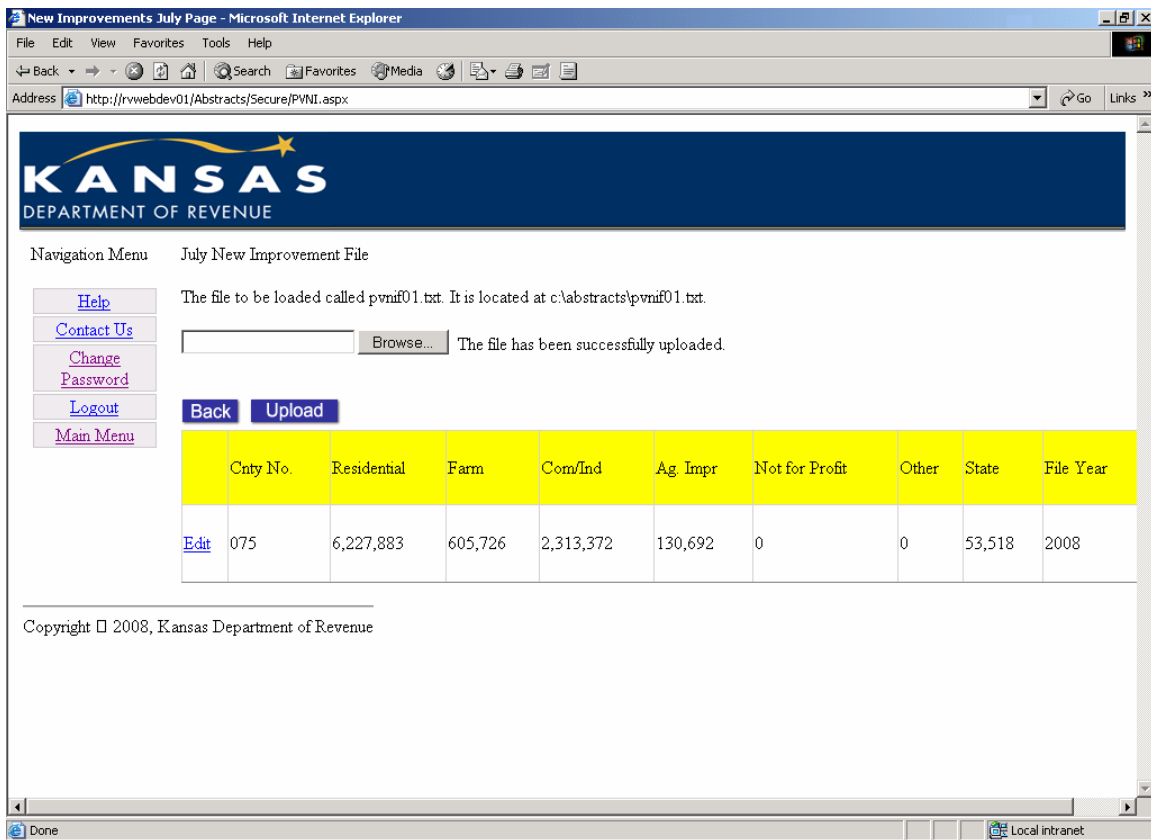
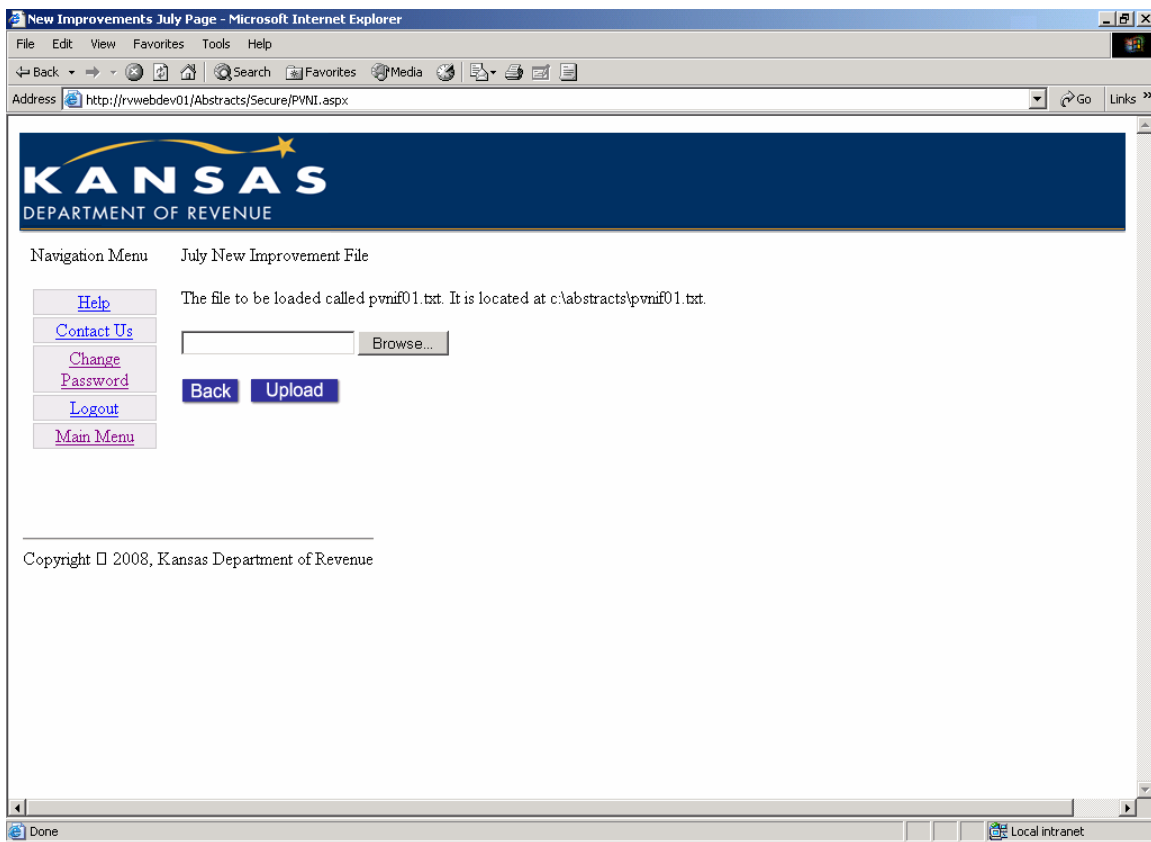
If you fail to select a file or select the incorrect file and click on the **'Upload'** button, an error message is displayed in red. Try again to select the file. After a successful upload, you will see a message that the file has been uploaded successfully and an informational table of the data that was uploaded is displayed. You may scroll through the data using the scroll bar on the right side of the table. See page 21 for a screen shot of an example of a successfully uploaded file.

Verify the assessed values, paying particular attention to the state assessed value. You may click the underlined, blue ['Edit'](#) at the left side of the table to edit the new improvement information. A new screen opens (see a screen shot of an example on page 22) and you may tab between the boxes. See **'Edit New Improvements File'** on page 25 for more information on this edit screen. The Utility Section certifies the state assessed new improvement values and you **must** enter these values. Enter the number without commas or decimals.

If any problems are encountered in the upload process, an error message is displayed advising you of an unsuccessful upload attempt. If the error is in the file, make the correction to the file, re-extract the data following your vendor's instructions, and upload the corrected file.

Please contact the KDOR Software Administrator if you have any problems with the upload process. This number may be found under **'Contact Us'** on the Navigation Menu.

When the file has been successfully uploaded, click on the **'Back'** button to return to the previous screen to choose another file to upload. You may upload a file as often as is necessary. Each successful upload overwrites the data from the last upload. The Navigation Menu is again available at the left of the screen.




New Improvements July Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address http://rvwebdev01/Abstracts/Secure/PVNI.aspx?PVNI=Edit Go Links



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DEPARTMENT OF REVENUE

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July New Improvement File

File Year: 2008

[Back](#) [Update](#)

Cnty No	075	Residential	6227883	Farm	605726
Com/Ind	2313372	Ag Impr	130692	Not for Profit	0
Other	0	SubTotal	9,277,673	State	53518
				Total	9,331,191

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Done Local intranet

EDIT JULY HEAVY TRUCK FILE

Choose this radio button to edit or make corrections to the heavy truck file for July. This button opens the screen showing the uploaded Heavy Truck File (see below for a screen shot of an example file). Clicking the underlined, blue '[Edit](#)' opens a dialog box which allows that line to be edited (see the next page for a screen shot of an example). When the editing for that line is finished, the '**Update**' button is clicked and a message in red appears stating that the file has been updated. Another line may then be chosen to be edited. When the editing is done, the '**Back**' button is clicked to return to the July Abstract Menu. When editing the files, please follow the data manipulation rules below.

The county number and the levy boxes can not be edited. The levy is entered from the '**Upload Heavy Truck File**' screen.

DATA MANIPULATION RULES:

- Boxes that you may use to enter your data, if applicable, are 'Tax Unit', 'Assessed Value', 'Penalty' and 'Cancel'.
- Values for 'Tax Unit', 'Assessed Value' and 'Penalty' should be entered as whole numbers without commas or decimals.
- You may enter amounts in the 'Cancel' column as dollars and cents to the nearest cent. This column represents your 'Canceled Tax' amount. If the dollar amount is zero, a zero needs to be entered.
- If a value needs to be changed to zero, select the field and key a '0' in the space.
- You may use the 'Tab' key to scroll across the boxes.

Heavy Trucks July Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://rvwebdev01/Abstracts/Secure/PVHT.aspx?PVHT=Grid Go Links

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LEVY: *Enter current levy without decimal, example 123456

Back **Update**

	Cnty	Tax Unit	Value	Penalty	Cancel	Levy	File Year
Edit	075	002	397	199	0.00	.060380	2008
Edit	075	003	3,798	199	0.00	.060380	2008
Edit	075	004	397	0	0.00	.060380	2008
Edit	075	005	36,014	362	0.00	.060380	2008
Edit	075	006	5,996	0	0.00	.060380	2008
Edit	075	007	11,808	1,781	0.00	.060380	2008
Edit	075	008	4,022	20	0.00	.060380	2008
Edit	075	009	9,275	1,628	0.00	.060380	2008
Edit	075	010	41,947	3,127	0.00	.060380	2008
Edit	075	011	814	209	0.00	.060380	2008
Edit	075	012	1,545	0	0.00	.060380	2008
Edit	075	013	6,295	1,124	0.00	.060380	2008
Edit	075	020	397	0	0.00	.060380	2008
Edit	075	021	7,571	107	0.00	.060380	2008
Edit	075	020	24,355	209	0.00	.060380	2008

Local intranet

Heavy Trucks July Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://rvwebdev01/Abstracts/Secure/PVHT.aspx?PVHT=Edit&HeavyUID=24780 Go Links

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File Year: 2008 [Back](#) [Update](#)

Cnty No	075	Tax Unit	002
Value	397	Penalty	199
Cancel	0.00	Levy	0.060380

	Cnty	Tax Unit	Value	Penalty	Cancel	Levy	File Year
Edit	075	002	397	199	0.00	.060380	2008
Edit	075	003	3,798	199	0.00	.060380	2008
Edit	075	004	397	0	0.00	.060380	2008
Edit	075	005	36,014	362	0.00	.060380	2008
Edit	075	006	5,996	0	0.00	.060380	2008
Edit	075	007	11,808	1,781	0.00	.060380	2008
Edit	075	008	4,022	20	0.00	.060380	2008

Done Local intranet

EDIT JULY NEW IMPROVEMENT FILE

Click on this button to edit new construction data for your county. A **'July New Improvement File'** dialog box is displayed to edit these values. Enter the total amounts in each box. Two buttons may be found on the screen. They are **'Back'** and **'Update'**. Clicking the underlined, blue **'Edit'** opens a dialog box (see screen shot below of an example) which allows that line to be edited. The Utility Section certifies the state assessed new improvement values and you must enter these values.

When the editing is finished, the **'Update'** button is clicked and a message in red appears stating that the file has been updated. Subtotals and Totals are also updated. When you are finished with updating the file, the **'Back'** button is clicked to return to the July Abstract Menu. When editing the files, please follow the data manipulation rules below.

DATA MANIPULATION RULES:

- Amounts should be entered as whole numbers.
- Enter your figures without commas.
- If a value needs to be changed to zero, select the box and key a '0' in the space.
- Use the 'Tab' key to scroll across the boxes.
- When you are finished editing the New Improvement information, click the **'Update'** button, then click **'Back'** to go back to the July Abstracts page.

Navigation Menu July New Improvement File

File Year: 2008

[Back](#) [Update](#)

Cnty No	075	Residential	6227883	Farm	605726
Com/Ind	2313372	Ag Impr	130692	Not for Profit	0
Other	0	SubTotal	9,277,673	State	53518
				Total	9,331,191

Filing Year is already in system. Please use update button to change data for the current filing year.

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VIEW REPORTS

The '**View Reports**' radio button accesses the certifications and reports for the July Abstract. When the button is clicked a new screen is opened with the following five options:

- o Summary Signoff
- o Heavy Trucks Signoff
- o New Improvement Signoff
- o Heavy Trucks

Under these options is the '**Show Report**' button.

Report Main Menu Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://irvintranet1/Test/External/Abstracts/Secure/MainmenuRprt.aspx?ReportMonth=July> Go Links »

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PVD Abstract Reports Menu

Filing Year:

Select a report:

☒ Summary Signoff ☐ Heavy Trucks
☐ Heavy Trucks Signoff ☐ Final Review
☐ New Improvement Signoff

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Done Local intranet

SUMMARY SIGNOFF

Opening the report of the 'Summary Signoff' replaces the pc version of 'Edit July' button of the July Abstract. When the 'Summary Signoff' button is selected and the 'Show Report' button is clicked, the on-line program opens a document which is created from the pj1.txt and the rj1.txt files. The error reports which previously were generated in the 'Edit July' are now shown in the 'Upload Personal Property File' and 'Upload Real Property File'.

It is important to verify the information in the 'Summary Signoff', then print a copy to certify and mail in. The document may also be saved to your computer. To return to the Reports menu, click the 'Back' button on the Internet Explorer task bar.

http://rvwebdev01/Abstracts/Secure/Reports/SummaryTemp.pdf - Microsoft Internet Explorer

File Edit Go To Favorites Help

Back Forward Stop Search Favorites Media Print

Address http://rvwebdev01/Abstracts/Secure/Reports/SummaryTemp.pdf Go Links

Save a Copy Search Select 91% Adobe Reader 7.0

You cannot save data typed into this form. Please print your completed form if you would like a copy for your records. Print Form Highlight fields

075 - Pottawatomie --- July Abstract Summary Signoff Report --- 04/17/08 10:40:19

***** Real Property *****

	Land (6L)	Residential Improvements (7B)	Total (6 + 7)	Ag Use Value Land (8L)	Vacant Lots (9L)	Land (10L)	Not-For-Profit Organization Improvements (11B)	Total (10 + 11)
Total Rural	7,329,652	57,860,155	65,189,807	16,160,892	1,493,954	1,322	32	1,354
Total Urban	4,768,909	37,355,352	42,124,261	35,652	1,026,308	140,670	43,505	184,175
Total	12,098,561	95,215,507	107,314,068	16,196,544	2,520,262	141,992	43,537	185,529

	Land (14L)	Public Utility (Locally Assd) Improvements (15B)	Total (14 + 15)	Land (16L)	Commercial and Industrial Improvements (17B)	Total (16 + 17)	Ag Use Improvements (18B)
Total Rural	0	0	0	1,743,705	6,625,555	8,369,260	2,315,170
Total Urban	0	0	0	9,519,249	26,724,430	36,243,679	27,714
Total	0	0	0	11,262,954	33,349,985	44,613,639	2,342,884

	Land (19L)	All Other Real NEC Improvements (20B)	Total (19 + 20)	Accumulated AD Valorem Real Property Land (L's)	Improvements (B's)	Total (L + B)	State Apprd Totals (12 + 13)	Parcel Count
Total Rural	4,680	0	4,680	26,734,205	66,515,942	93,250,147	192,444,433	9,575
Total Urban	252	12,966	13,218	15,501,040	64,166,967	79,668,007	4,376,448	5,080
Total	4,932	12,966	17,898	42,235,245	130,682,909	172,918,154	196,820,881	14,655

***** Personal Property *****

	Mobile Homes (5)	Royalty (6)	* * Oil at 5 BBLs and Under Working (7)	Item Equip (8)	Royalty (6)	* * Gas at 100 MCF and Under Working (7)	Item Equip (8)
Total Rural	742,549	0	0	0	0	0	0
Total Urban	232,754	0	0	0	0	0	0
Total	1,075,303	0	0	0	0	0	0

	* * Oil at 5 BBLs and Over Royalty (9)	Working (10)	Item Equip (11)	* * Gas at 100 MCF and Over Royalty (9)	Working (10)	Item Equip (11)	Total Oil & Gas (6-11)	Public (Locally Assd) (12)
Total Rural	6,308	10,553	0	0	0	0	16,861	0

1 of 2

Done Unknown Zone

HEAVY TRUCKS SIGNOFF

Opening the 'Heavy Trucks Signoff' produces the 'July Abstract of 16/20M Tagged Vehicles'. When the 'Heavy Trucks Signoff' button is selected and the 'Show Report' button is clicked, the on-line program opens a document which is created from the pvhtj.txt file. This file was uploaded in the 'Upload Heavy Truck File' and edited, if necessary, in the 'Edit Heavy Truck File'.

It is important to verify the information in the 'Heavy Trucks Signoff', then print a copy to certify and mail in. The document may also be saved to your computer. To return to the Reports menu, click the 'Back' button on the Internet Explorer task bar.

http://rvwebdev01/Abstracts/Secure/Reports/HTTemp.pdf - Microsoft Internet Explorer

File Edit Go To Favorites Help

Back Forward Stop Search Favorites Media Print

Address http://rvwebdev01/Abstracts/Secure/Reports/HTTemp.pdf Go Links

Save a Copy Search Select 91% Adobe Reader 7.0

You cannot save data typed into this form. Please print your completed form if you would like a copy for your records. Print Form Highlight fields

05/01/08 10:52:26

July 2008 Abstract
of
16/20M Tagged Vehicles

075 - Pottawatomie County
2008 Motor Vehicle Levy .060380

Assessed Value	639,870	Tax Dollars	38,635.35
Penalty Value	33,531	Penalty Tax	2,024.60
Total Value	673,401	Total Tax	40,659.95

Tax Cancellation Under \$5 0.00

County Appraiser Certification Date: _____

I hereby certify that this Abstract value, levy, and tax has been prepared and furnished to the Director of Property Valuation pursuant to K.S.A. (1998 SUPP.) 79-5105A.

Witness my hand and official seal, this _____ day of _____ 2008

County Clerk

(seal) 075 - Pottawatomie County

1 of 1

Done Unknown Zone

NEW IMPROVEMENT SIGNOFF

Opening the 'New Improvement Signoff' produces the 'New Improvement Abstract'. When the 'New Improvement Signoff' button is selected and the 'Show Report' button is clicked, the on-line program opens a document which is created from the pvinfo1.txt file. This file was uploaded in the 'Upload New Improvement File' and edited in the 'Edit New Improvement File'.

It is important to verify the information, especially the State Assessed value, in the 'New Improvement Signoff', then print a copy to certify and mail in. The document may also be saved to your computer. To return to the Reports menu, click the 'Back' button on the Internet Explorer task bar.

The screenshot shows a Microsoft Internet Explorer window with the address bar displaying <http://rvwebdev01/Abstracts/Secure/Reports/NewImpTemp.pdf>. The browser's toolbar includes buttons for Back, Forward, Stop, Reload, Search, Favorites, Media, and Print. The address bar shows the full URL. Below the browser window, a yellow warning bar states: "You cannot save data typed into this form. Please print your completed form if you would like a copy for your records." The main content area displays a PDF form titled "July 2008 New Improvement Abstract". The form includes a timestamp "05/01/08 11:18:10" and a header "July 2008 New Improvement Abstract". The form is for "Cnty: 075 - Pottawatomie County". It contains a table with the following data:

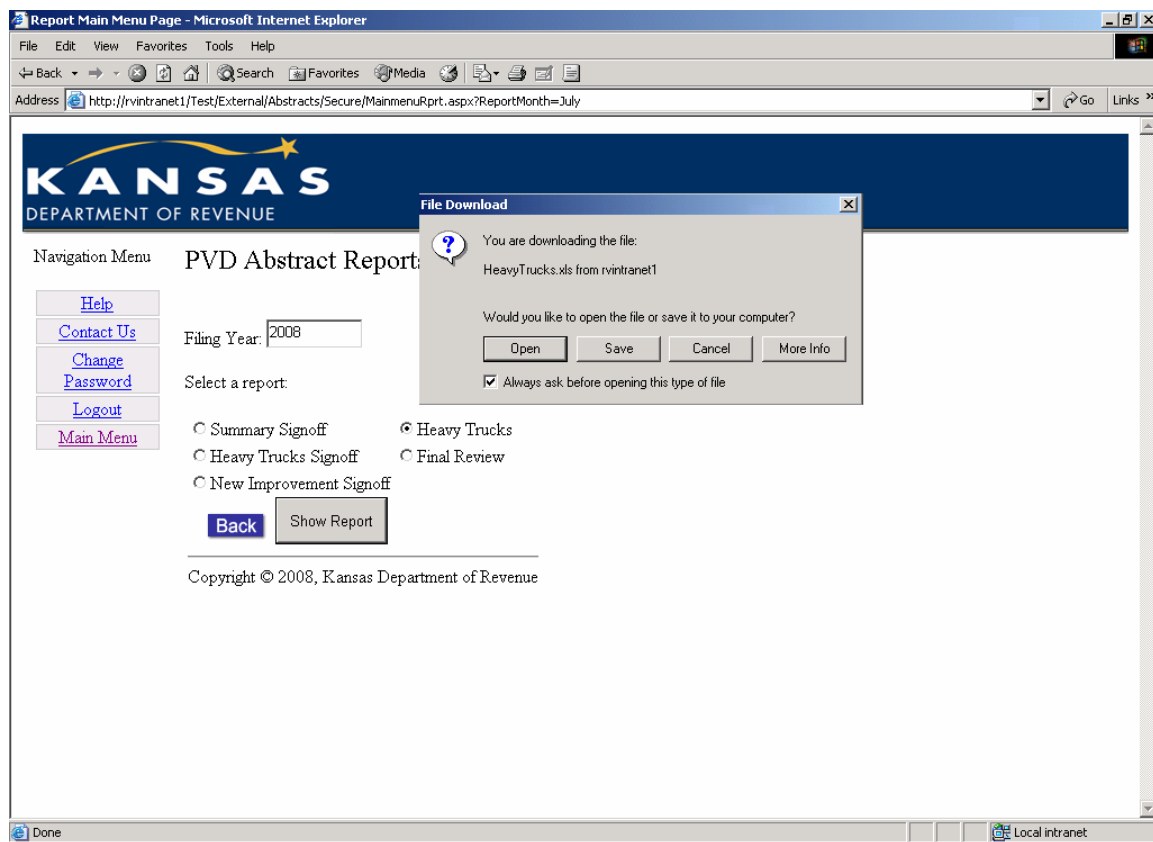
Residential	Farmstead	Comm/Ind	Ag. Imp.	Not-For-Profit	Other	Sub Total	State Assd.	Total
6,227,888	605,726	2,313,372	130,692	0	0	9,277,673	61,234	9,338,907

Below the table, the form states: "I hereby certify that this Abstract value of New Improvement Values have been used for". It then says: "Witness my hand and official seal, this ____ day of ____ 2008". There is a line for the County Clerk's signature, followed by "(seal)" and "075 - Pottawatomie County". The form also includes a section for mailing the abstract: "Include with July 2008 Abstract documentation and mail to: Attn: Abstract Section, Kansas Department of Revenue, Division of Property Valuation, 915 SW Harrison 400N, Topeka, KS 66612-1585". At the bottom, it says "(PV-2B-3) March 2004". The browser's status bar at the bottom shows "Done" and "Unknown Zone".

HEAVY TRUCKS

Opening the '**Heavy Trucks**' produces an Excel file of the 'PVD Heavy Trucks Detail' which was formerly called the '16/20M Heavy Trucks Report'. When the '**Heavy Trucks**' button is selected and the '**Show Report**' button is clicked, a '**File Download**' box (see screen shot of example below) opens offering to '**Open**', '**Save**', '**Cancel**' or '**More Information**'. If the option '**Open**' is selected the Excel file is opened in the Internet Explorer window for viewing purposes (see next page for a screen shot of an example file). Click the '**Back**' button on the Internet Explorer task bar to return to the Reports menu.

If '**Save**' is clicked, you may save the Excel file to your computer (see page 32 for a screen shot of the '**Save As**' dialogue box which opens). If '**Cancel**' is clicked the dialog box closes. If '**More Information**' is clicked, Internet Explorer opens a help box with information on downloading files.



http://rvwebdev01/Abstracts/Secure/HeavyTrucks.aspx?ReportMonth=July&FilingYear=2008&County=075 - Microsoft Internet Explorer

File Edit View Insert Format Tools Data Go To Favorites Help

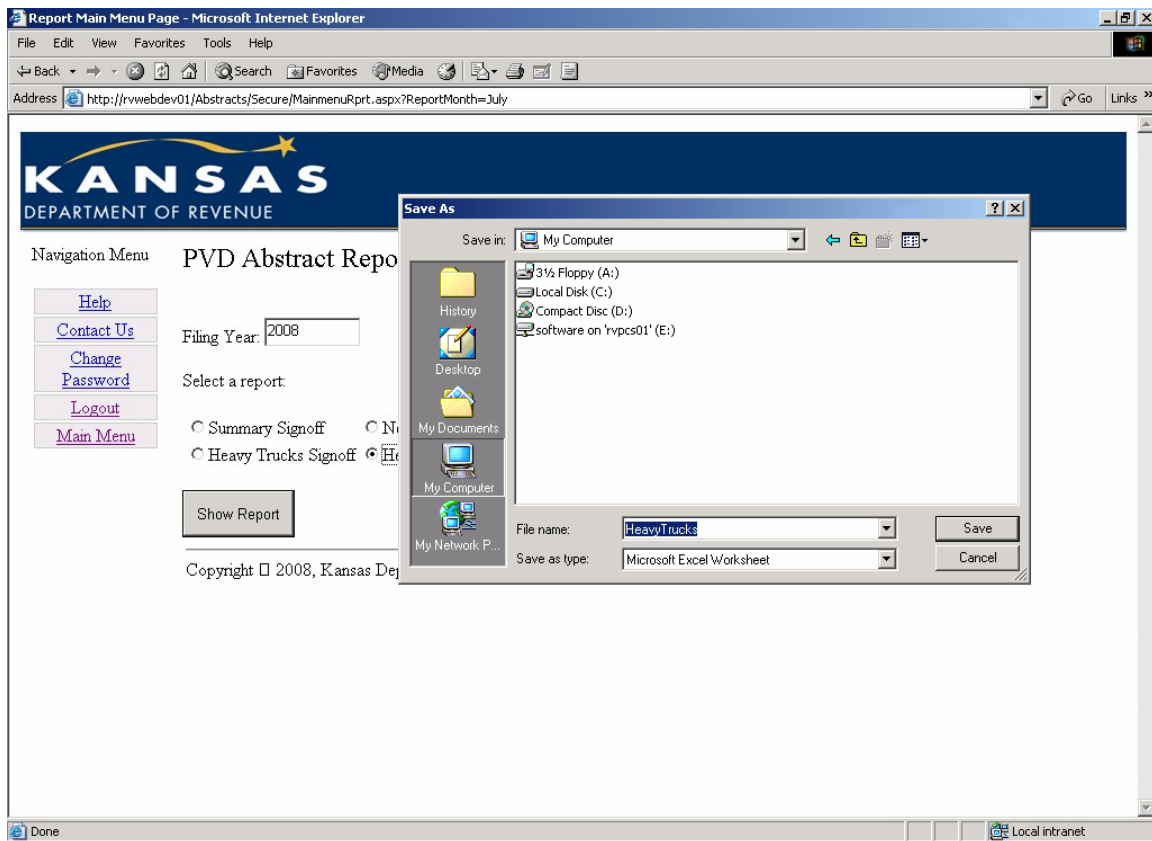
Back Forward Search Favorites Media Print

Address http://rvwebdev01/Abstracts/Secure/HeavyTrucks.aspx?ReportMonth=July&FilingYear=2008&County=075 Go Links

A1 PVD Heavy Trucks Detail

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	PVD	Heavy Trucks Detail															
	Cnt	Tax	Assd.			Penalty	Total										File
2	y	Unit	Value	Assd. Tax	Penalty	Tax	Value	Total Tax	Cancel	Levy	Year						
3	75	2	397	23.97	199	12.02	596	35.99	\$0.00	0.0604	2008						
4	75	3	3,798	229.32	199	12.02	3,997	241.34	\$0.00	0.0604	2008						
5	75	4	397	23.97	0	0	397	23.97	\$0.00	0.0604	2008						
6	75	5	36,014	2,174.53	362	21.86	36,376	2,196.38	\$0.00	0.0604	2008						
7	75	6	5,996	362.04	0	0	5,996	362.04	\$0.00	0.0604	2008						
8	75	7	11,808	712.97	1,781	107.54	13,589	820.5	\$0.00	0.0604	2008						
9	75	8	4,022	242.85	20	1.21	4,042	244.06	\$0.00	0.0604	2008						
10	75	9	9,275	560.02	1,628	98.3	10,903	658.32	\$0.00	0.0604	2008						
11	75	10	41,947	2,532.76	3,127	188.81	45,074	2,721.57	\$0.00	0.0604	2008						
12	75	11	814	49.15	209	12.62	1,023	61.77	\$0.00	0.0604	2008						
13	75	12	1,545	93.29	0	0	1,545	93.29	\$0.00	0.0604	2008						
14	75	13	6,295	380.09	1,124	67.87	7,419	447.96	\$0.00	0.0604	2008						
15	75	20	397	23.97	0	0	397	23.97	\$0.00	0.0604	2008						
16	75	21	7,571	457.14	107	6.46	7,678	463.6	\$0.00	0.0604	2008						
17	75	30	34,355	2,074.35	209	12.62	34,564	2,086.97	\$0.00	0.0604	2008						
18	75	31	1,343	81.09	0	0	1,343	81.09	\$0.00	0.0604	2008						
19	75	40	9,794	591.36	598	36.11	10,392	627.47	\$0.00	0.0604	2008						
20	75	43	8,578	517.94	0	0	8,578	517.94	\$0.00	0.0604	2008						
21	75	51	3,690	222.8	339	20.47	4,029	243.27	\$0.00	0.0604	2008						
22	75	53	796	48.06	0	0	796	48.06	\$0.00	0.0604	2008						
23	75	55	2,671	161.27	20	1.21	2,691	162.48	\$0.00	0.0604	2008						
24	75	56	2,401	144.97	0	0	2,401	144.97	\$0.00	0.0604	2008						
25	75	57	199	12.02	0	0	199	12.02	\$0.00	0.0604	2008						
26	75	62	6,206	374.72	808	48.79	7,014	423.51	\$0.00	0.0604	2008						
27	75	63	199	12.02	0	0	199	12.02	\$0.00	0.0604	2008						
28	75	64	397	23.97	20	1.21	417	25.18	\$0.00	0.0604	2008						
29	75	70	18,045	1,089.56	991	59.84	19,036	1,149.39	\$0.00	0.0604	2008						
30	75	80	2,291	138.33	0	0	2,291	138.33	\$0.00	0.0604	2008						
31	75	81	2,573	155.36	0	0	2,573	155.36	\$0.00	0.0604	2008						
32	75	82	5,105	308.24	313	18.9	5,418	327.14	\$0.00	0.0604	2008						
33	75	83	397	23.97	20	1.21	417	25.18	\$0.00	0.0604	2008						

HeavyTrucks / Unknown Zone



*** CONGRATULATIONS ***
YOU HAVE SUCCESSFULLY COMPLETED YOUR
JULY ABSTRACTS

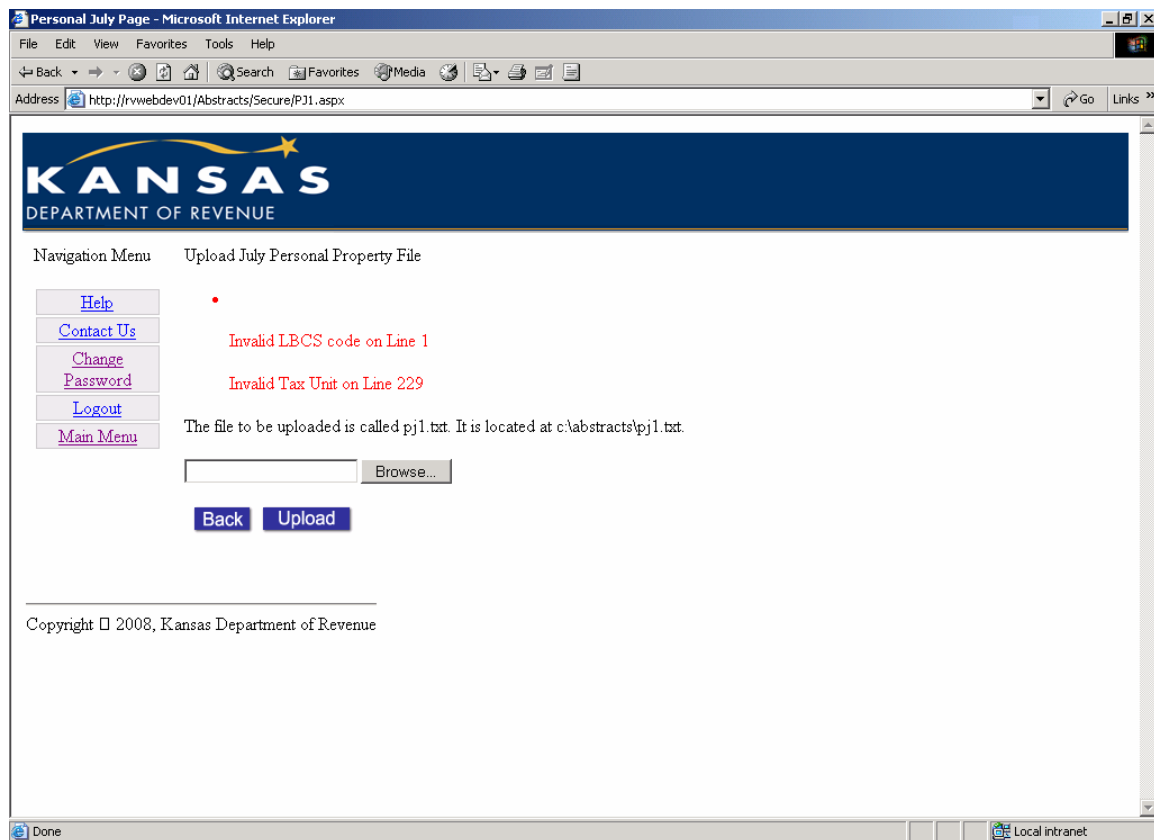
Call the PVD Abstract Contact Personnel after you have successfully completed the upload of your four July abstract files, printed and verified the information in the three reports to be mailed in.

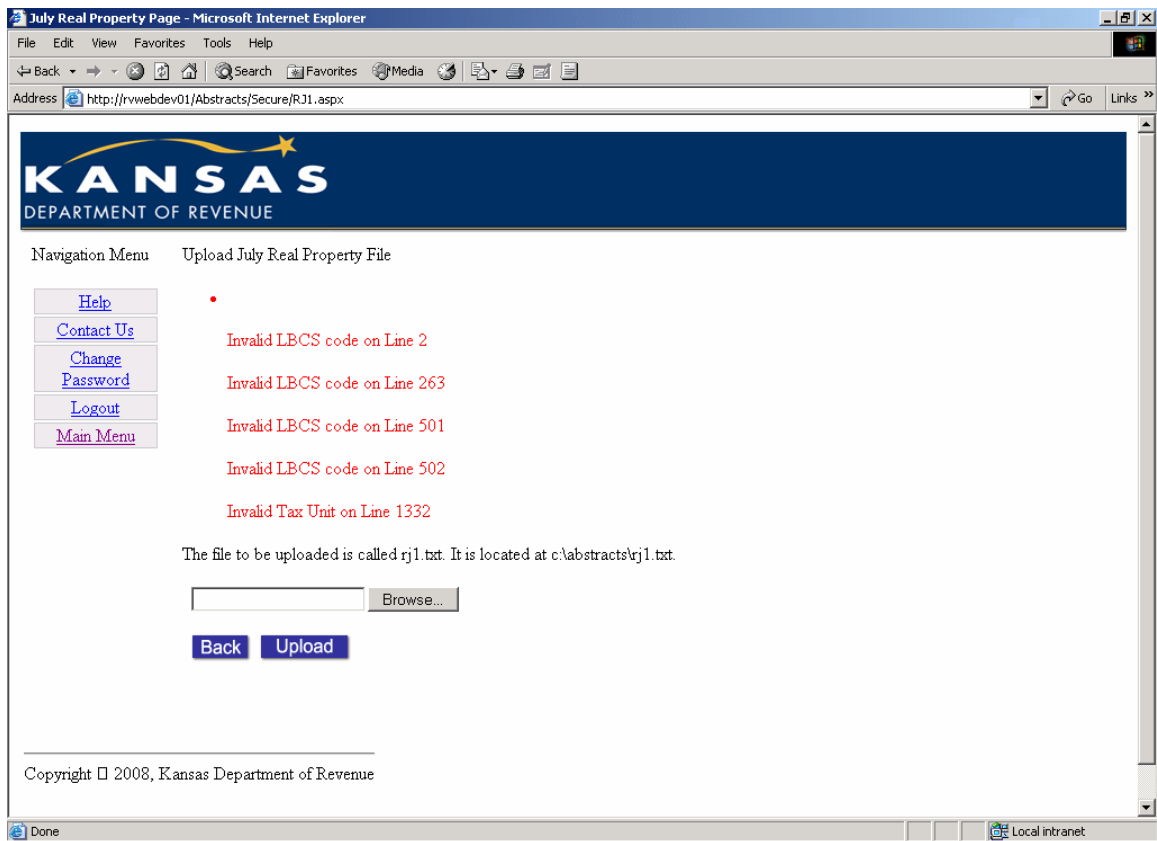
ERROR INSTRUCTIONS

If one of your July files contains certain errors, an error message will be displayed. Explanations and examples are below. Generally, you will have to correct the file in your tax administration system and have your vendor recreate the files. The corrected files will then need to be uploaded in the on-line July Abstract program.

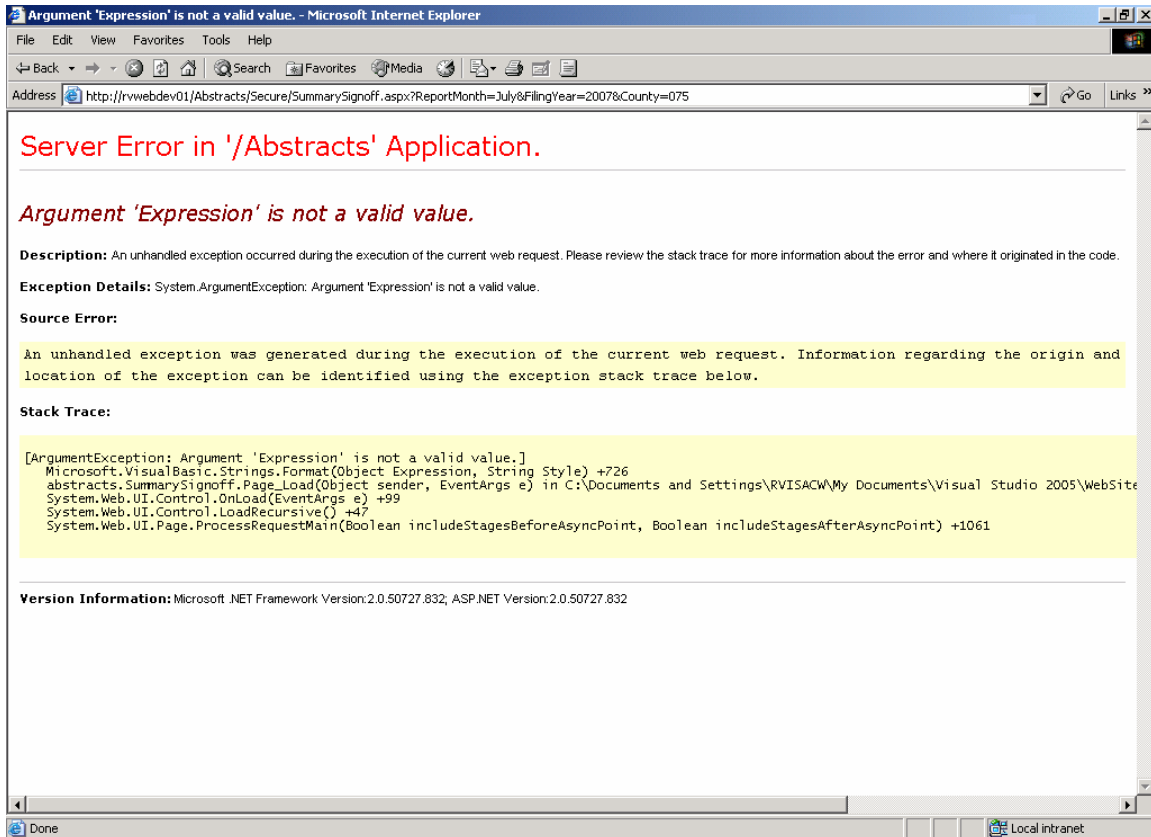
ERROR MESSAGES

When the personal property file (pj1.txt) or the real property file (rj1.txt) contain invalid information and are uploaded, an error report is given in red on the screen. See the examples of the error messages.





If either the personal property file (pj1.txt) or the real property file (rj1.txt) contains an error, the error must be corrected, the data re-extracted and the file uploaded again. If an attempt is made to display the ‘**Summary Signoff**’ with either the pj1.txt or the rj1.txt containing errors, an error screen similar to the one below will be displayed.



CONTACTS

If problems are encountered that can not be resolved, please contact:

BUSINESS CONTACTS

Vicki Lignitz 785.296.3225
Fax: 785.296.2320
E-mail: vicki.lignitz@kdor.ks.gov

Mailing Address:
Kansas Department of Revenue
Division of Property Valuation
Abstract Section
915 SW Harrison, Room 400N
Topeka, KS 66612-1585

Peggy Huard 785.296.6641
Fax: 785.296.2320
E-mail: peggy.huard@kdor.ks.gov

Mailing Address:
Kansas Department of Revenue
Division of Property Valuation
Abstract Section
915 SW Harrison, Room 400N
Topeka, KS 66612-1585

SOFTWARE ADMINISTRATOR

Arnita Wright 785.296.1853
Fax: 785.296.8602
E-mail: arnita.wright@kdor.ks.gov

Mailing Address:
Kansas Department of Revenue
Information Systems
915 SW Harrison, Room 1251
Docking State Office Building
Topeka, KS 66625

JULY CHECKLIST

The following list shows what you need to do to check the validity of your data. Please make these verifications before certifying your data to the Division of Property Valuation.

- _____ 1. Upload the four abstract files, print the three signoffs.
- _____ 2. Verify that the *oil* at 5 bbls and under *royalty and working interest* values are correct.
- _____ 3. Verify that the *gas* at 100 mcf and under *royalty and working interest* values are correct.
- _____ 4. Verify the value in the *Boat Marine & Boat Trailer* field.
- _____ 5. Verify that values in the exempt *IRB and EDX real* fields and the exempt *IRB and EDX personal* fields are correct. Please attach a note to explain any substantial changes from last year.
- _____ 6. Verify that you have a value in the Assessed Residential (real) and Assessed Mobile Home (personal) fields. This value is exempt pursuant to K.S.A. 79-201x (SB 41). The exempt value for mobile homes (20 PERS) must not be greater than the value in column 5, Mobile Homes.
- _____ 7. Compare the State Appraised (real and other) allocation by land use code (LUC/LBCS) from the abstract signoff to the June 15th Certification of Assessed Value (form PV-AD-20). Do NOT include in your abstract certification any estimated value that you used for budget purposes. The real and other value totals must match between the summary signoff and the state certification page(s).
- _____ 8. Verify that you have a penalty value in the Accum. Pers. Pnlty Grand Total field.
- _____ 9. Mail all required documents to the following address.

Kansas Department of Revenue
Division of Property Valuation
Abstract Section
915 SW Harrison, Room 400N
Topeka, KS 66612-1585
- _____ 10. Call or e-mail Vicki or Peggy **AFTER** you have completed Number 9 on this checklist.

UNINSTALL INSTRUCTIONS

Since the July Abstract program is now an on-line application, it is no longer necessary to keep the July Abstract program on your computer. To remove the program from the computer, be sure that the program is not open and follow these instructions. During the removal of the application, an '**Incorrect logfile format**' error may be encountered. Click '**OK**' to continue the uninstall process.

- Click on the '**Start**' icon in the lower left-hand corner of the desktop screen.
- Click on '**Settings**'.
- Click on '**Control Panel**'.
- Double click on '**Add/Remove Programs**'.
- Choose '**jlyabs**' from the list and click on the '**Add/Remove**' button.
- Answer '**Yes**' to the question in the '**Application Removal**' box.
- Click '**OK**' at the '**Application Removal**' box.
- Close the '**Add/Remove Programs Properties**' box and the removal process is complete.